



Finance Committee Meeting

Cravath Lakefront room 2nd floor 312 West
Whitewater Str, Whitewater, WI, 53190 *In Person
and Virtual

Wednesday, August 28, 2024 - 6:30 PM

**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.**

You are invited to a Zoom webinar.

When: Aug 28, 2024 06:30 PM Central Time (US and Canada)

Topic: Finance Committee Meeting 8/28/2024

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86137121258?pwd=LjRlBtwRZxrPj5Yz7Zrv9stboakO99K.1>

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Webinar ID: 861 3712 1258

Passcode: 946608

AGENDA

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

1. July 23, 2024 Finance Committee Meeting Minutes

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

CONSIDERATIONS / DISCUSSIONS / REPORTS

- [2.](#) July 2024 Financials
- [3.](#) Discussion of Updated License and Permit Fee Schedule
- [4.](#) Elected Officials Tablet Policy
- [5.](#) Security Camera and Recording Retention Policy
- [6.](#) Library Interfund Loan Discussion
- [7.](#) Incident Submission and Payment Approval Policy Draft
- [8.](#) 2025 Budget Timeline

FUTURE AGENDA ITEMS

9. Debt Policy
10. Discussion on Public Comment in Open Meetings

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



Finance Committee Meeting Item 1.

Cravath Lakefront room 2nd floor 312 West
Whitewater Str, Whitewater, WI, 53190 *In Person
and Virtual

Tuesday, July 23, 2024 - 5:00 PM

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Citizen participation is welcome during topic discussion periods.**

You are invited to a Zoom webinar.

When: Jul 23, 2024 05:00 PM Central Time (US and Canada)

Topic: Finance Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85436310174?pwd=p41dAFkJ4PdJXaBBkjctAAoII05OJ.1>

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AGENDA

CALL TO ORDER

The meeting was called to order by Lisa Dawsey-Smith at 5:00 p.m.

ROLL CALL

Present: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen.

Additional Attendees: Rachelle Blich, Finance Director, Sara Marquardt, HR Manager, Kevin Boehm, Parks & Rec Director, Brad Marquardt, DPW Director.

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

1. June 19, 2024 Finance Committee Meeting Minutes

Motion made to approve the consent agenda by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Brian Schanen, and Patrick Singer. Voting No: None.

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

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CONSIDERATIONS / DISCUSSIONS / REPORTS

2. June 2024 Financials
3. Update of Procurement Policy

Motion made to recommend the repeal of Ordinance 2.12.020 Authority to make purchases to ensure centralization of procurement policy and procedure made by Patrick Singer, Seconded by Lisa Dawsey-Smith. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

Motion made to recommend the approval of the revised Procurement Policy to Common Council made by Patrick Singer, Seconded by Lisa Dawsey-Smith. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

4. Room Tax Update with Historical Data
5. Budget Amendment Policy

Motion made to recommend the Budget Amendment Policy to Common Council made by Lisa Dawsey-Smith, Seconded by Patrick Singer. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

6. Part-Time Salary Comparison Review

Motion made to recommend a salary amendment for Sports Officials to \$35-\$75 per game made by Lisa Dawsey-Smith, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

7. MOU - UW Parking Lot

Motion made to recommend a 1-year extension with directive to have staff work with the university on a long-term agreement made by Patrick Singer, Seconded by Lisa Dawsey-Smith. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

8. Discussion on Public Comment in Open Meetings
9. Water Tower Referendum Question
10. Chapter 2.70 - Human Resources and Compensation
11. Ordinance Policy and Hierarchy
12. Paid Parental Leave Policy

FUTURE AGENDA ITEMS

13. Debt Policy

ADJOURNMENT

Motion to adjourn made by Brian Schanen, seconded by Patrick Singer. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

The meeting adjourned at 7:02 p.m.

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

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GENERAL FUND REVENUE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JULY	2023 Act v Bud		2024 YTD vs. PY		
								2023 YTD	%	2023 YTD	\$ Chg	% Chg
41000	TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	4,276,092	(1,918,790)	(31.0%)	4,202,487	73,605	1.8%
42000	SPECIAL ASSESSMENTS	1,523	3,308	150	138	0	1,125	1,125	-	275	850	309.1%
43000	INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,250,383	4,694,945	1,183,166	(3,511,779)	(74.8%)	1,479,642	(296,475)	(20.0%)
44000	LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	77,947	(14,286)	(15.5%)	126,882	(48,936)	(38.6%)
45000	FINES, FORFEIT PENALTIES	262,214	295,355	296,072	250,979	288,800	184,366	(104,434)	(36.2%)	156,453	27,913	17.8%
46000	PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	41,711	9,086	27.9%	60,118	(18,407)	(30.6%)
48000	MISC REVENUE	501,514	462,853	595,927	1,410,557	979,930	950,222	(29,708)	(3.0%)	1,012,102	(61,880)	(6.1%)
49000	OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	45,760	(92,350)	(66.9%)	83,824	(38,064)	(45.4%)
TOTAL:		9,899,390	10,304,142	10,384,446	12,442,655	12,421,525	6,760,389	(5,661,137)	(45.6%)	7,121,783	(361,394)	(5.1%)

Favorable (Unfavorable)

GENERAL FUND EXPENDITURE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JULY	2023 Act v Bud		2024 YTD vs. PY			
								2023 YTD	%	2023 YTD	\$ Chg	% Chg	
1	ADMINISTRATION	1,559,643	1,628,541	1,736,296	1,758,920	1,844,553	949,563	1	(894,991)	(48.5%)	928,222	21,341	2.3%
2	PUBLIC SAFETY	3,383,206	3,421,090	3,566,454	3,932,213	4,099,303.87	2,251,708.49	2	(1,847,595)	(45.1%)	2,011,690	240,019	11.9%
3	PUBLIC WORKS	1,094,477	1,121,114	1,139,541	1,212,804	1,200,352	615,857	3	(584,495)	(48.7%)	683,830	(67,973)	(9.9%)
4	PARKS AND RECREATION	688,294	673,505	724,655	682,036	775,265	536,021	4	(239,244)	(30.9%)	541,211	(5,190)	(1.0%)
5	NEIGHBORHOOD SVC/PLANNING	254,116	349,565	309,932	355,387	258,543	176,362	5	(82,181)	(31.8%)	206,615	(30,254)	(14.6%)
6	TRANSFERS	2,684,859	2,892,162	2,587,789	4,328,639	4,186,508	1,473,891	6	(2,712,617)	(64.8%)	1,379,289	94,602	6.9%
7	CONTINGENCIES	26,927	17,258	0	41,800	57,000	95,544	7	38,544	67.6%	16,321	79,223	485.4%
TOTAL		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	6,098,945		(6,322,580)	(50.9%)	5,767,179	331,767	5.8%

Net Surplus / (Deficit) 207,868 200,906 319,777 130,856 - 661,443 (11,983,716) 1,354,604 (693,161)



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

Favorable (Unfavorable)

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JULY	2024 Act v Bud		2024 YTD vs. PY			
							\$	%	2023 YTD	Variance	%	
TAXES												
100-41110-00 LOCAL TAX LEVY	3,093,547	3,133,033	3,154,970	4,499,748	4,538,657	4,090,943	(447,714)	-10%	4,068,924	22,019	1%	
100-41111-00 DEBT SERVICE TAX LEVY	892,438	946,352	1,045,965	1,257,105	1,313,705	-	(1,313,705)	-100%	0	0	-	
100-41112-00 OMITTED PROPERTY TAXES	-	-	-	-	-	-	0	-	0	0	-	
100-41113-00 RESCINDED TAXES-REAL ESTATE	4,183	-	6,611	2,625	-	-	0	-	2,625	(2,625)	-100%	
100-41114-00 USE VALUE PENALTY	224	546	-	-	-	-	0	-	0	0	-	
100-41140-00 MOBILE HOME FEES	17,400	38,885	57,754	41,587	58,000	12,090	(45,910)	-79%	(20,191)	32,281	-160%	
100-41210-00 ROOM TAX-GROSS AMOUNT	56,542	192,583	233,465	237,932	230,000	103,809	(126,191)	-55%	98,827	4,982	5%	
100-41320-00 IN LIEU-UNIV GARDEN & WW MANOR	27,513	27,733	120,606	27,820	27,820	28,035	215	1%	27,820	215	1%	
100-41800-00 INTEREST ON TAXES	12,263	744	5,620	32,372	26,700	33,205	6,505	24%	24,482	8,723	36%	
TOTAL TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	4,276,092	(1,918,790)	-219%	4,202,487	73,605	-218%	
SPECIAL ASSESSMENTS												
100-42010-00 INTEREST ON SP ASSESS.	53	53	-	-	-	-	0	-	0	0	-	
100-42100-61 WATER MAINS	-	-	-	-	-	-	0	-	0	0	-	
100-42200-62 SEWER MAINS & LATERALS	316	316	-	-	-	-	0	-	0	0	-	
100-42300-53 ST CONST. - PAVING	-	-	-	-	-	-	0	-	0	0	-	
100-42310-53 CURB & GUTTER	58	58	-	-	-	-	0	-	0	0	-	
100-42320-53 SIDEWALKS	32	32	-	-	-	-	0	-	0	0	-	
100-42350-53 TRAFFIC SIGNAL	-	-	-	-	-	-	0	-	0	0	-	
100-42400-53 SNOW REMOVAL	641	1,675	150	-	-	975	975	-	0	975	-	
100-42500-53 FAILURE TO MOW FINES	425	1,175	-	138	-	150	150	-	275	(125)	-45%	
100-42550-53 EQUIPMENT USED-DPW	-	-	-	-	-	-	0	-	0	0	-	
TOTAL SPECIAL ASSESMENTS	1,523	3,308	150	138	-	1,125	1,125	0%	275	850	-45%	
INTERGOVERNMENTAL REVENUES												
100-43344-00 EXPENDITURE RESTRAINT PROGM	67,958	71,382	63,331	53,306	-	-	0	-	0	0	-	
100-43410-00 SHARED REVENUE-UTILITY	371,011	422,541	397,001	395,596	394,892	59,234	(335,658)	-85%	0	59,234	-	
100-43420-00 SHARED REVENUE-BASE	2,836,916	2,836,783	2,836,846	2,836,844	3,534,954	530,243	(3,004,711)	-85%	535,131	(4,888)	-1%	
100-43507-52 POLICE-MISC SAFETY GRANTS	7,697	6,841	8,013	4,164	-	-	0	-	10	(10)	-100%	
100-43510-00 FEDERAL/STATE GRANTS-REIMBURSE	268,360	-	-	-	-	-	0	-	0	0	-	
100-43520-52 LAW ENFORCEMENT TRNG REIMBURSE	-	-	-	8,103	-	-	0	-	8,103	(8,103)	-100%	
100-43530-53 TRANSPORTATION AIDS	664,597	625,414	576,591	572,087	580,479	439,228	(141,251)	-24%	429,065	10,163	2%	
100-43531-52 STATE GRANT--PUBLIC SAFETY	-	-	9,356	38,060	-	-	0	-	0	0	-	
100-43540-52 UNIVERSITY-LEASE-PARKING	45,000	45,000	45,000	-	45,000	-	(45,000)	-100%	0	0	-	
100-43550-52 MOU-DISPATCH SERVICE	166,561	170,491	178,963	-	-	-	0	-	185,287	(185,287)	-100%	
100-43610-52 MSP-STATE UNIVERSITY SVCS PYMT	284,694	279,097	329,598	192,781	7,331	7,304	(27)	0%	192,781	(185,477)	-96%	
100-43663-52 2% FIRE DUES-ST OF WISC	27,783	29,711	32,121	-	-	-	0	-	0	0	-	
100-43670-60 EXEMPT COMPUTER AID-FR STATE	5,587	5,587	5,846	16,330	16,330	16,330	0	0%	16,330	0	0%	
100-43670-61 PERSONAL PROPERTY AID	35,160	31,433	35,656	43,214	43,214	43,214	0	0%	43,214	0	0%	
100-43745-52 WUSD-JUVENILE OFFICIER	62,051	58,228	65,117	65,211	65,237	83,294	18,057	28%	65,211	18,082	28%	
100-43750-52 DRUG GRANT REIMBURSEMENT	-	-	-	94	-	-	0	-	0	0	-	
100-43760-00 WEIGHTS & MEASURES RECOVERY	2,800	2,800	3,408	1,583	3,000	-	(3,000)	-100%	0	0	-	
100-43765-00 REIMB-HIST SOC-DEPOT-EL/GAS	1,784	1,571	1,416	2,029	2,029	1,839	(190)	-9%	2,029	(189)	-9%	
100-43767-52 REIMB-BADGERNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480	0	0%	2,480	0	0%	
100-43775-52 FEDERAL EXCISE TAX REIMB	930	-	-	-	-	-	0	-	0	0	-	
TOTAL INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,231,883	4,694,945	1,183,166	(3,511,779)	-376%	1,479,642	(296,475)	-376%	
LICENSES & PERMITS												



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JULY	2024 Act v Bud		2024 YTD vs. PY		
							\$	%	2023 YTD	Variance	%
100-44110-51 Liquor & Beer	10,589	18,400	18,608	18,858	18,733	19,600	867	5%	18,733	867	5%
100-44120-51 CIGARETTE	700	1,350	1,540	1,300	1,300	733	(567)	-44%	1,300	(567)	-44%
100-44122-51 BEVERAGE OPERATORS	2,948	4,360	3,020	3,515	3,600	2,525	(1,075)	-30%	2,337	188	8%
100-44200-51 MISC. LICENSES	1,725	1,725	2,233	2,873	2,750	1,767	(983)	-36%	2,698	(931)	-35%
100-44300-53 BLDG/ZONING PERMITS	17,495	94,149	42,537	110,560	50,000	39,429	(10,571)	-21%	83,908	(44,479)	-53%
100-44310-53 ELECTRICAL PERMITS	6,325	8,752	6,911	9,298	5,550	5,818	268	5%	6,704	(886)	-13%
100-44320-53 PLUMBING PERMITS	4,422	12,059	7,785	9,396	5,775	3,041	(2,734)	-47%	5,927	(2,886)	-49%
100-44330-53 HVAC PERMITS	4,020	5,646	4,668	7,216	3,225	2,044	(1,181)	-37%	4,191	(2,146)	-51%
100-44340-53 STREET OPENING PERMITS	50	250	100	200	200	50	(150)	-75%	100	(50)	-50%
100-44350-53 SIGN PERMITS	689	1,703	952	1,310	600	590	(10)	-2%	495	95	19%
100-44370-51 WATERFOWL PERMITS	20	-	-	320	-	-	0	-	0	0	-
100-44900-51 MISC PERMITS	713	423	695	2,845	500	2,350	1,850	370%	490	1,860	380%
TOTAL LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	77,947	(14,286)	88%	126,882	(48,936)	117%
FINES, FORFEITURES - PENALTIES											
100-45110-52 ORDINANCE VIOLATIONS	185,558	216,906	234,661	179,505	216,600	131,067	(85,533)	-39%	111,218	19,850	18%
100-45113-52 MISC COURT RESEARCH FEE	120	285	360	200	200	50	(150)	-75%	150	(100)	-67%
100-45114-52 VIOLATIONS PAID-OTHER AGENCIES	-	-	(200)	520	-	351	351	-	500	(149)	-30%
100-45130-52 PARKING VIOLATIONS	62,361	64,364	52,826	58,224	60,000	33,398	(26,602)	-44%	34,861	(1,463)	-4%
100-45135-53 REFUSE/RECYCLING TOTER FINES	5,300	5,750	7,125	9,550	7,500	1,050	(6,450)	-86%	7,175	(6,125)	-85%
100-45145-53 RE-INSPECTION FINES	8,875	8,050	1,300	2,980	4,500	18,450	13,950	310%	2,550	15,900	624%
TOTAL FINES, FORTFEIT - PENALTIES	262,214	295,355	296,072	250,979	288,800	184,366	(104,434)	65%	156,453	27,913	455%
PUBLIC CHARGES FOR SERVICES											
100-46110-51 CLERK	-	-	-	-	-	-	0	-	0	0	-
100-46120-51 TREASURER	3,895	4,625	4,500	3,935	3,600	2,815	(785)	-22%	2,745	70	3%
100-46210-52 POLICE-DISPATCH-MOU-UNIV	43,005	42,120	41,520	42,100	-	-	0	-	25,576	(25,576)	-100%
100-46220-52 FALSE ALARM FINES	450	2,550	750	2,100	1,500	450	(1,050)	-70%	1,000	(550)	-55%
100-46230-52 AMBULANCE	11,265	(8,640)	12,174	-	-	-	0	-	0	0	-
100-46240-52 CRASH CALLS	24	-	164	-	-	-	0	-	0	0	-
100-46310-53 DPW MISC REVENUE	18,521	13,526	9,853	30,298	10,000	12,945	2,945	29%	15,219	(2,274)	-15%
100-46311-53 SALE OF MATERIALS	12	10	202	2	-	2	2	-	1	1	100%
100-46312-51 MISC DEPT EARNINGS	277	1,435	100	-	-	405	405	-	0	405	-
100-46320-53 SAND & SALT CHARGES	700	1,433	1,056	-	500	-	(500)	-100%	0	0	-
100-46350-51 CITY PLANNER-SERVICES	1,695	-	135	360	-	8,290	8,290	-	169	8,121	4812%
100-46450-52 SPECIAL EVENTS-POLICE/DPW	25	-	-	-	-	-	0	-	0	0	-
100-46730-55 RECR/FEES	-	-	-	-	-	150	150	-	0	150	-
100-46733-55 SR CITZ OFFSET	1,307	803	-	-	-	-	0	-	0	0	-
100-46736-55 ATTRACTION TICKETS	-	42	-	-	-	-	0	-	0	0	-
100-46743-51 FACILITY RENTALS	3,234	10,710	17,289	25,683	17,000	16,635	(365)	-2%	15,383	1,252	8%
100-46746-55 SPECIAL EVENT FEES	25	125	100	35	25	20	(5)	-20%	25	(5)	-20%
TOTAL PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	41,711	9,086	-185%	60,118	(18,407)	4733%
MISC. REVENUES											
100-48100-00 INTEREST INCOME	78,769	6,396	179,090	814,758	552,887	496,270	(56,617)	-10%	472,331	23,939	5%
100-48200-00 LONG TERM RENTALS	4,800	4,800	4,800	4,800	4,800	3,200	(1,600)	-33%	2,800	400	14%
100-48210-55 RENTAL INCOME-LIBRARY PROP	-	-	-	1,000	-	1,000	1,000	-	0	1,000	-
100-48220-55 DEPOSITS-FORFEITED	-	-	380	50	50	4,225	4,175	8350%	50	4,175	8350%
100-48300-00 OTHER PROP/EASEMENT SALES	-	-	7,500	-	-	-	0	-	0	0	-

Favorable (Unfavorable)



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JULY
100-48300-55	PROP SALES-AUCTION PROCEEDS	-	-	-	-	-	-
100-48400-00	INS./FEMA / CLAIM RECOVERY	-	446	-	1,313	-	-
100-48410-00	WORKERS COMP-RETURN PREMIUM	-	-	-	13,514	10,000	3,934
100-48415-00	RESTITUTION-DAMAGES	4,417	1,121	7,690	5,539	3,000	4,405
100-48420-00	INSURANCE DIVIDEND	26,688	50,436	10,878	51,535	29,193	29,412
100-48425-00	WORKERS COMP-REIMBURSEMENT	-	-	-	18,779	-	-
100-48430-00	INSURANCE-REIMBURSEMENT	-	-	-	1,000	-	-
100-48442-00	RADON KIT SALES	-	-	-	-	-	-
100-48500-55	DONATIONS-PARKS-DOG PARK	-	-	125	-	-	-
100-48520-55	DONATIONS-PARK & REC	-	-	1,500	-	-	-
100-48535-00	P CARD REBATE REVENUE	31,287	33,761	29,227	28,971	30,000	18,600
100-48545-00	DONATION-GENERAL	750	-	-	-	-	-
100-48546-55	MISC GRANT INCOME	5,000	7,000	8,000	87,043	-	39,010
100-48600-00	MISC REVENUE-NON RECURRING	10	1,262	2,331	2,155	-	166
100-48700-00	WATER UTILITY TAXES	349,794	357,531	344,406	346,697	350,000	350,000
	TOTAL MISC REVENUE	501,514	462,753	595,927	1,377,154	979,930	950,222
	OTHER FINANCING SOURCES						
100-49260-00	TRANSFER FROM 610 WATER	7,500	8,000	8,000	8,500	8,500	8,500
100-49261-00	TRANSFER FROM 620 WASTEWATER	12,000	12,000	12,000	12,500	12,500	12,500
100-49262-00	TRANSFER FROM 440 TID 4	-	-	-	-	-	-
100-49264-00	TRANSFER FROM 200 CABLE TV	-	-	-	-	-	-
100-49265-00	TRANSFER FROM 630 STORMWATER	7,500	8,500	8,500	8,500	8,500	8,500
100-49266-00	GIS TRANSFER-UTILITIES	10,280	12,340	15,720	18,974	16,260	16,260
100-49267-00	TRANSFER FROM 208 PARKING	2,250	35,927	35,000	35,350	35,350	-
100-49269-00	TRANSFER FROM 250 FORESTRY	-	-	-	-	-	-
100-49270-00	TRANSFER FROM 446 TID 6	-	-	-	-	-	-
100-49275-00	TRANSFER FROM 205 27TH PAYROLL	-	-	-	-	-	-
100-49280-00	TRANSFER FROM 260 SICK LEAVE	-	-	-	-	-	-
100-49285-00	TRANSFER FROM 900 CDA	-	-	-	91,383	-	-
100-49290-00	TRANSFER IN FROM OTHER FUNDS	5,000	319,073	5,533	5,000	-	-
100-49291-00	TRANSFER FROM 450 CIP	-	-	-	-	-	-
100-49295-00	TRANSFER FROM 248 PARK & REC	-	-	14,922	-	-	-
100-49300-00	FUND BALANCE APPLIED	-	-	-	-	57,000	-
	TOTAL OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	45,760
	TOTAL GEN FUND REVENUES	9,899,390	10,304,042	10,384,446	12,390,752	12,421,525	6,760,389

Favorable (Unfavorable)

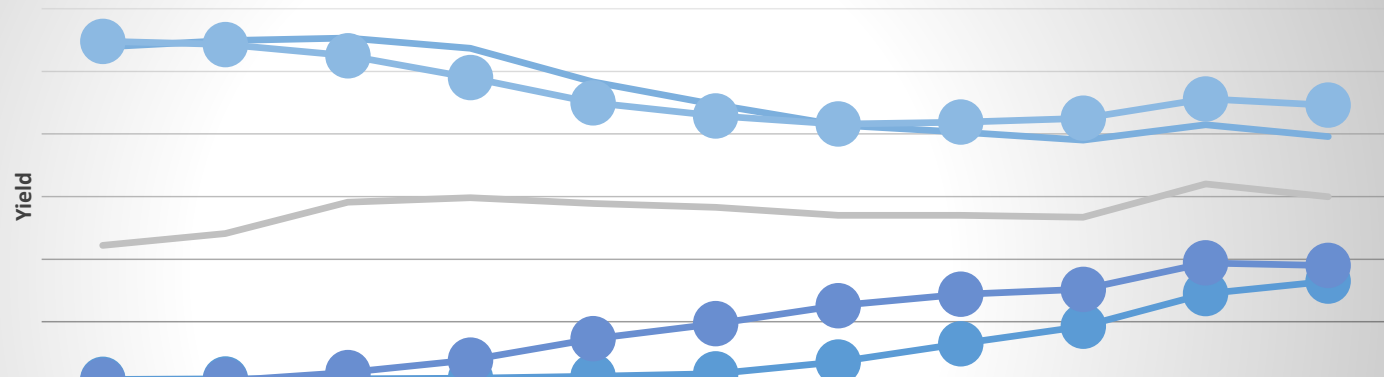
2024 Act v Bud		2024 YTD vs. PY		
\$	%	2023 YTD	Variance	%
0	-	0	0	-
0	-	1,313	(1,313)	-100%
(6,066)	-61%	13,514	(9,580)	-71%
1,405	47%	4,106	299	7%
219	1%	51,535	(22,123)	-43%
0	-	18,779	(18,779)	-100%
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
(11,400)	-38%	14,097	4,503	32%
0	-	0	0	-
39,010	-	80,043	(41,033)	-51%
166	-	35	131	380%
0	0%	353,500	(3,500)	-1%
(29,708)	8255%	1,012,102	(61,880)	8423%
0	0%	8,500	0	0%
0	0%	12,500	0	0%
0	-	0	0	-
0	-	0	0	-
0	0%	8,500	0	0%
0	0%	18,974	(2,714)	-14%
(35,350)	-100%	35,350	(35,350)	-100%
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
(57,000)	-100%	0	0	-
(92,350)	-200%	83,824	(38,064)	-114%
(5,661,137)	7429%	7,121,783	(361,394)	12974%

GENERAL FUND EXPENDITURE GROUPINGS

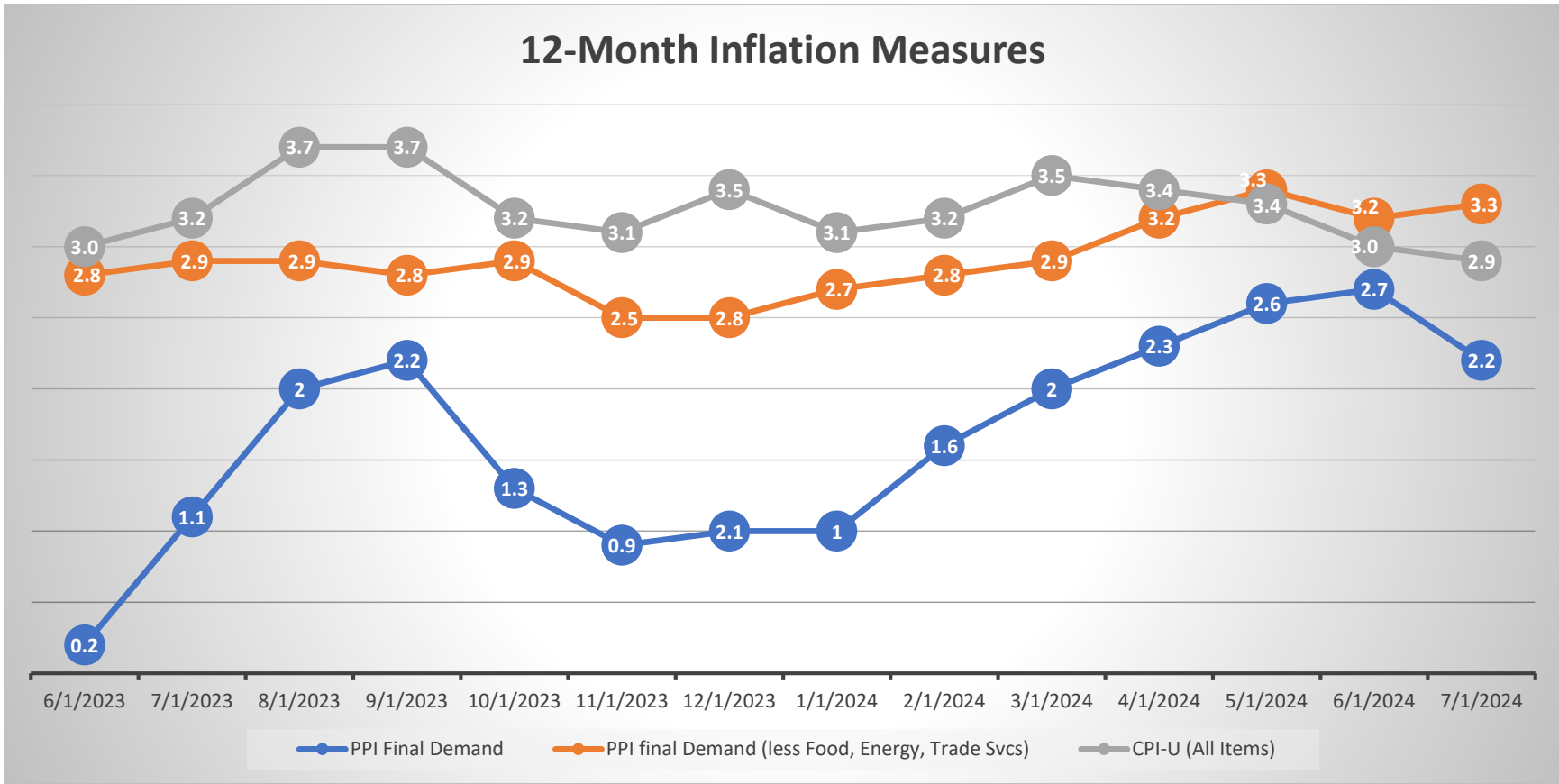
Favorable (Unfavorable)

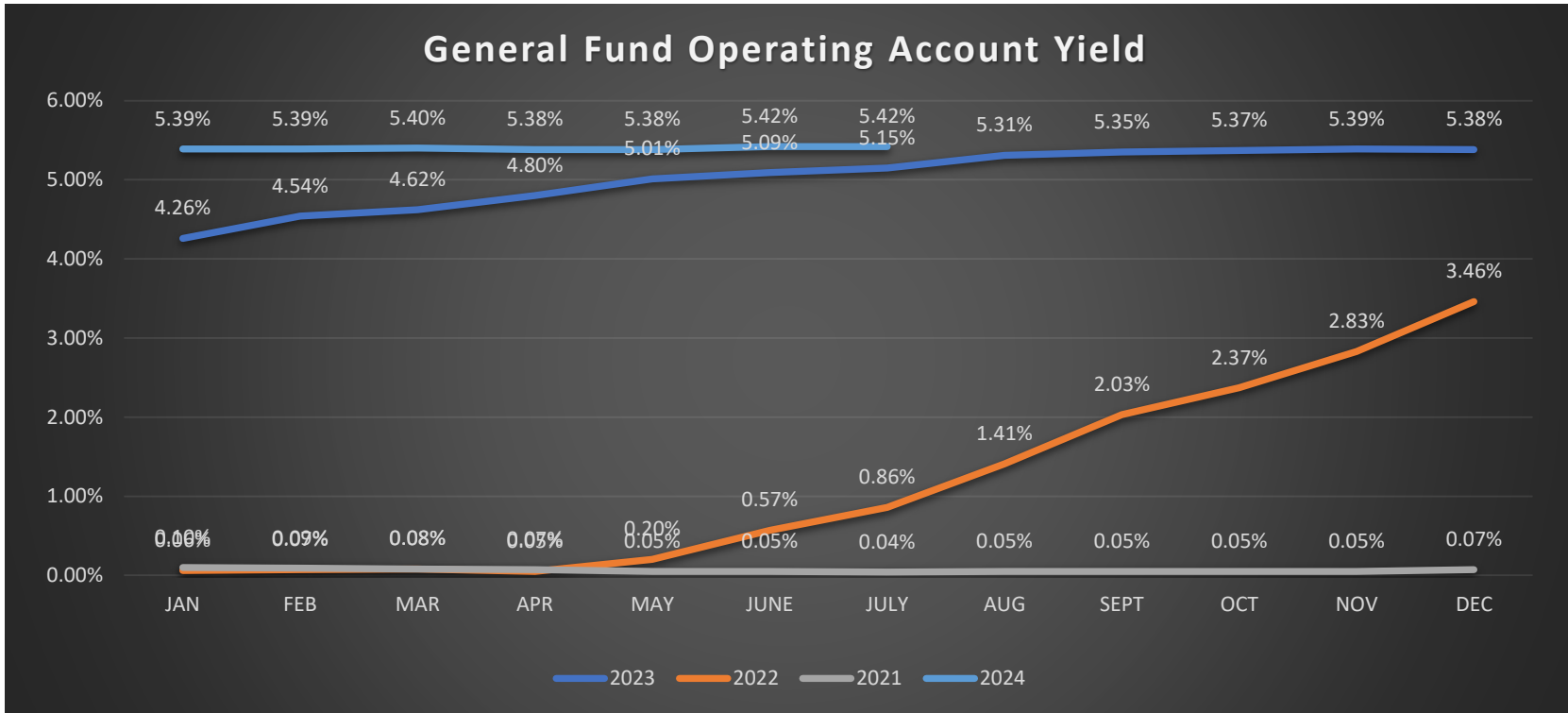
SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JULY	2023 Act v Bud		2024 YTD vs. PY			
								2023 YTD	%	2023 YTD	\$ Chg	% Chg	
51100	Total Legislative Support	137,138	234,884	263,085	269,611	254,474	68,205	1	(186,269)	(73.2%)	90,493	(22,288)	(24.6%)
51110	Total Contingencies	26,927	17,258	-	41,800	57,000	95,544	7	38,544	67.6%	16,321	79,223	485.4%
51200	Total Court	72,609	75,869	81,915	85,807	81,180	53,868	1	(27,312)	(33.6%)	50,434	3,434	6.8%
51300	Total Legal	71,277	72,504	72,901	83,516	84,260	36,598	1	(47,662)	(56.6%)	35,160	1,438	4.1%
51400	Total General Administration	343,224	370,144	426,841	369,760	388,644	221,017	1	(167,627)	(43.1%)	216,314	4,703	2.2%
51450	Total Information Technology	82,498	83,395	65,345	114,144	156,148	77,104	1	(79,044)	(50.6%)	52,093	25,011	48.0%
51500	Total Financial Administration	197,879	206,731	215,000	229,735	249,616	138,575	1	(111,041)	(44.5%)	137,300	1,275	0.9%
51540	Total Insurance/Risk Mgt.	116,260	97,278	105,745	83,981	118,593	84,195	1	(34,398)	(29.0%)	83,981	214	0.3%
51600	Total Facilities Maintenance	481,094	429,937	449,597	467,311	453,703	240,180	1	(213,524)	(47.1%)	233,564	6,616	2.8%
52100	Total Police Administration	642,418	669,231	709,476	799,470	768,065	439,522	2	(328,543)	(42.8%)	412,282	27,240	6.6%
52110	Total Police Patrol	1,916,943	1,877,722	1,914,817	2,082,340	2,190,394	1,144,009	2	(1,046,385)	(47.8%)	1,058,360	85,649	8.1%
52120	Total Police Investigation	328,880	378,879	419,193	524,244	500,560	304,200	2	(196,361)	(39.2%)	256,302	47,898	18.7%
52130	Total Crossing Guard	-	-	-	-	0	0	2	0	-	-	0	-
52140	Total Comm Service Program	28,631	27,498	32,429	33,068	43,604	22,460	2	(21,144)	(48.5%)	18,317	4,143	22.6%
52200	Total Fire Department	-	-	-	-	0	0	2	0	-	-	0	-
52210	Total Crash Crew	-	-	-	-	0	0	2	0	-	-	0	-
52300	Total Rescue Service (Amb.)	-	-	-	-	0	0	2	0	-	-	0	-
52400	Total Neighbor Svcs & Planning	254,116	349,565	309,932	355,387	258,543	176,362	5	(82,181)	(31.8%)	206,615	(30,254)	(14.6%)
52500	Total Emergency Preparedness	7,102	6,754	10,971	9,490	10,211	6,063	2	(4,147)	(40.6%)	3,301	2,763	83.7%
52600	Total Communications/Dispatch	459,233	461,006	479,568	483,601	586,470	335,455	2	(251,016)	(42.8%)	263,127	72,327	27.5%
53100	Total Public Works Administration	45,500	40,109	45,026	48,109	50,000	27,707	3	(22,292)	(44.6%)	36,287	(8,580)	(23.6%)
53230	Total Shop/Fleet Operations	155,827	170,149	210,224	235,267	179,201	96,882	3	(82,319)	(45.9%)	128,696	(31,814)	(24.7%)
53270	Total Parks Maintenance	251,896	207,028	224,661	233,524	282,932	160,579	4	(122,353)	(43.2%)	129,243	31,336	24.2%
53300	Total Street Maintenance	530,072	535,830	527,315	538,881	571,387	270,128	3	(301,259)	(52.7%)	289,093	(18,965)	(6.6%)
53320	Total Snow & Ice	130,637	147,570	106,517	125,096	153,453	93,805	3	(59,648)	(38.9%)	88,812	4,993	5.6%
53420	Total Street Lights	232,441	227,456	250,459	265,450	246,312	127,335	3	(118,978)	(48.3%)	140,943	(13,608)	(9.7%)
55111	Total Young Library Building	57,665	57,800	55,867	55,057	57,934	29,821	1	(28,113)	(48.5%)	28,883	938	3.2%
55200	Total Parks Administration	45,223	46,542	48,615	102,161	91,360	57,623	4	(33,737)	(36.9%)	69,423	(11,800)	(17.0%)
55210	Total Recreation Administration	197,349	196,989	257,934	-	0	421	4	421	-	-	421	-
55300	Total Recreation Programs	1,636	718	3,393	1,055	0	0	4	0	-	-	0	-
55310	Total Senior Citizen's Program	52,224	55,071	-	-	0	421	4	421	-	-	421	-
55320	Total Community Events	11,966	14,157	12,052	15,538	16,000	2,467	4	(13,533)	(84.6%)	12,787	(10,320)	(80.7%)
55330	Total Comm. Based-Coop Projects	128,000	153,000	178,000	329,759	384,973	314,510	4	(70,463)	(18.3%)	329,759	(15,249)	(4.6%)
59220	Total Transfers to Other Funds	1,401,357	1,745,442	1,297,705	1,751,181	1,469,509	518,910	6	(950,599)	(64.7%)	315,770	203,140	64.3%
59230	Total Transfer to Debt Service Fund	970,287	942,883	1,043,530	1,318,343	1,313,705	554,981	6	(758,724)	(57.8%)	563,019	(8,038)	(1.4%)
59240	Total Transfer to Fire Department	215,715	203,837	199,564	1,258,615	1,402,794	400,000	6	(1,002,794)	(71.5%)	500,000	(100,000)	(20.0%)
59240	Total Transfers to Special Funds	97,500	-	46,991	500	500	0	6	(500)	(100.0%)	500	(500)	(100.0%)
Grand Totals		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	6,098,945		(6,322,580)	(50.9%)	5,767,179	331,767	5.8%

US Treasury: Constant Maturity



	1 mo	3 mo	6 mo	12 mo	2 yr	3 yr	5 yr	7 yr	10 yr	20 yr	30 yr
12/31/2020	0.08%	0.09%	0.09%	0.10%	0.13%	0.17%	0.36%	0.65%	0.93%	1.45%	1.65%
12/31/2021	0.06%	0.06%	0.19%	0.39%	0.73%	0.97%	1.26%	1.44%	1.52%	1.94%	1.90%
7/29/2022	2.22%	2.41%	2.91%	2.98%	2.89%	2.83%	2.70%	2.70%	2.67%	3.20%	3.00%
7/31/2023	5.39%	5.49%	5.53%	5.37%	4.83%	4.47%	4.14%	4.03%	3.90%	4.15%	3.96%
7/31/2024	5.48%	5.43%	5.25%	4.90%	4.50%	4.29%	4.16%	4.19%	4.25%	4.56%	4.46%







Finance Committee Agenda Item

Meeting Date:	September 28, 2024
Agenda Item:	Permit Prices
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0148

BACKGROUND
(Enter the who, what, when, where, why)

Upon assuming the role of Economic Development Director, I took on the oversight of the Neighborhood Services Department. Through this transition, it became clear that our current permit fees are significantly underpriced, failing to cover the operational costs associated with Llana, the Administrative Assistant, and Allison, the contracted Zoning and Planning Administrator for the department.

Further investigation revealed that in 2019, the permit fees were reduced as a strategic measure to stimulate development in the area. While this approach was well-intentioned and aimed at attracting new development, our current permit fees no longer adequately cover the cost of staff time, and thus, are not in the City's best interest.

To address this, staff conducted a comparative analysis of permit fees from neighboring municipalities, including the City of Fort Atkinson, the City of Delavan, and the City of Elkhorn, and calculated the average fees. The proposed permit fees presented for your consideration are based on these averages.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

N/A

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

The Finance Department approve the proposed permit prices as presented and send them to Common Council to recommend approval.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

N/A



Neighborhood Services Department
 Planning, Zoning, Code Enforcement, GIS
 and Building Inspections

www.whitewater-wi.gov
 Telephone: (262) 473-0540

PERMIT FEES

All Buildings, Structures and Sign permits subject to its own permit and fees based on the following schedule. (Any project started without proper permit will be subject to double fees and/or citations)

CURRENT	AMOUNT	PROPOSED	AMOUNT
RESIDENTIAL			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$67.00
New Residential Building Permit	\$5.00 per \$1,000 project cost	New Residential Building Permit	\$0.26 per square foot
Additions, Alterations and Remodels Building Permit	\$5.00 per \$1,000 project cost	Additions, Alterations and Remodels, Building Permit	\$0.26 per square foot
Early Start Residential	\$50.00	Early Start Residential	\$75.00
Residential Raze/Demolition Permit	Base + \$5.00 per \$1,000 value of property	Residential Raze/Demolition Permit	\$64.00
Moving Residential Building permit	—	Moving Residential Building Permit	\$292.00
Moving Residential Accessory Structure	—	Moving Residential Accessory structure	\$50.00
Residential Building Permit Deck	\$5.00 per \$1,000 project cost	Building Permit Deck	\$0.25 per square foot plus zoning
Residential Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$5.00 per \$1,000 project cost	Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$75.00 plus zoning
Residential Building Permit Accessory Structure-Shed-Detached Garage	\$5.00 per \$1,000 project cost	Building Permit Accessory Structure-Shed	\$0.26 per square foot plus zoning
Residential Building Permit Siding, Windows and Reroof	-----	Building Permit Siding, Windows and Reroof	\$40.00
Wisconsin Uniform Building Seal	\$35.00	Wisconsin Uniform Building Seal	\$35.00
Occupancy Permit	\$65 per unit	Occupancy Permit	\$75.00 per dwelling unit
Temporary Occupancy	-----	Temporary Occupancy	\$70.00

Failure to Obtain Occupancy	_____	Failure to Obtain Occupancy	\$250.00 per parcel
Reinspection Fees	\$30.00	Reinspection Fees	\$50.00
Special Inspection	\$75.00	Special Inspection	\$75.00
Building Permit Renewal/Extension	_____	Building Permit Renewal/Extension	\$100/3 month limit 1/project
Plan Review Primary	\$100.00	Plan Review Primary	\$160.00
Plan Review Addition/Remodels/Accessory Structure	\$50.00	Plan Review Addition/Remodels/Accessory Structure	\$80.00
RESIDENTIAL ELECTRIC			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$40.00
New Residential, Additions, Remodels	\$0.03 per square foot plus Service	Up to 1,000 square feet	\$65.00
		1,001-2000 square feet	\$100.00
		2,001-4200 square feet	\$160.00
		4201-6000 square feet	\$200.00
Permanent Service	35.00 plus \$10.00 per 100 amp	Permanent Service	\$50.00 plus 10.00 over 200 amps
Temporary Service	-----	Temporary Service	\$50.00
Service Upgrade/Rewire		Service Upgrade/Rewire	\$65.00
Generator Transfer Switch	-----	Generator Transfer Switch	\$75.00
Pools, Spas and Hot tubs	\$25.00	Pools, Spas and Hot Tubs	\$45.00
RESIDENTIAL PLUMBING			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$45.00
New Construction	\$0.03 sq. ft plus fixtures	New Construction	\$0.12 per square foot plus laterals and water service
Remodel/Alterations	Base Plus fixtures	Remodel/Alterations	Fixtures
Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	\$7.00
Water Heater/Water Softener Replacement	\$5.00	Water Heater/Water Softener Replacement	\$7.00
Bath/Shower Replacement	\$5.00	Bath/Shower, Toilet Replacement	\$7.00
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 (addtl per ft)	\$0.35
Storm Building Sewer	\$25.00	Storm Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 ft (addtl per ft.)	\$0.35
Manholes/Catch Basins	10.00	Manholes/Catch Basins	\$50.00
Water Services	\$25.00	Water Services	\$50.00
Over 100 ft (addtl per ft)	\$0.35	Over 100 ft (addtl per ft)	\$0.35
Fire Sprinkler Systems	\$0.40 per head	Fire Sprinkler Systems	\$0.12 per square foot


Grease Traps	\$25.00	Grease Traps	\$30.00
RESIDENTIAL HVAC			
Base Fee	\$30.00	Base Fee	\$45.00
New Residential	\$0.03 per sq. ft plus fixtures	New Residential	\$0.12 per square foot
Remodels, Additions and Alterations	Base plus Fixtures	Remodels, Addition and Alterations	Base plus Item
A/C Replacement	\$15.00	A/C Replacement	\$28.00 each
Furnace Replacement	15.00	Furnace Replacement	\$28.00 each
Electric Baseboard or permanently installed wall units (new or Replacement)	1.25 per Kw	Electric Baseboard or Permanently installed wall units (new or replacement)	\$28.00 each
Fireplace & Wood Burning Stove	15.00	Fireplace & Wood Burning Stove	28.00 each
RESIDENTIAL ZONING			
Residential New	\$100.00	Residential New	\$135.00
Residential Accessory Structure Remodel and Alteration	\$50.00	Residential Accessory Structure Remodel and Alteration	\$75.00
Residential Deck, Swimming Pool, Shed, Fence and Driveway Expansion	\$10.00	Residential Deck, Swimming Pool, Shed , Fence and Driveway Expansion	\$50.00

COMMERICAL			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$105.00
New Commercial-Multi-Family	\$5.00 per \$1,000 project cost or \$3.00 per \$1,000 project cost over 5 Million	New Commercial-Multi-Family	\$0.28 per square foot
Remodels Additions and Alterations	\$5.00 per \$1,000 project cost or \$3.00 per \$1,000 project cost over 5 Million	Additions/Alterations	\$0.28 per square foot
Early Start Commercial	\$50.00	Early Start Commercial	\$160.00
Commercial Raze/Demolition Permit	Base + \$5.00 per \$1,000 value of property	Commercial Raze/Demolition Permit	\$100.00
Moving Commercial Building Permit	_____	Moving Commercial Building Permit	\$375.00
Moving Commercial Accessory Structure Permit	_____	Moving Commercial Accessory Structure Permit	\$50.00
Commercial Building Permit Deck	\$5.00 per \$1,000 project cost	Commercial Building Permit Deck	\$0.28 per square foot
Commercial Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$5.00 per \$1,000 project cost	Commercial Building Permit Above Ground Pools, Inground Pools, Spas and Hot tubs	\$75.00 plus zoning
Commercial Building Permit Accessory Structure-Shed, Detached Garage	\$5.00 per \$1,000 project cost	Commercial Building Permit Accessory Structure-Shed, Detached Garage	\$0.28 per square foot plus zoning & plan review
Commercial Building Permit Siding, Windows and Reroof	_____	Commercial Building Permit Siding, Windows and Reroof	\$90.00 plus \$0.28 per square foot
Occupancy Permit	\$65.00 per unit	Occupancy Permit	\$115.00 per unit
Temporary Occupancy	\$100 per building	Temporary Occupancy	\$100 per building
Failure to Obtain Occupancy	_____	Failure to Obtain Occupancy	\$250.00 per parcel
Reinspection Fees	\$30.00	Reinspection Fees	\$90.00
Special Inspection	\$75.00	Special Inspection	\$75.00
Failure to Call for Required Inspection	_____	Failure to Call for Required Inspection	\$100.00

Building Permit Renewal/Extension	_____	Building Permit Renewal/Extension	\$200/3 months limit 2/project
Plan Review Primary	\$100.00	Plan Review Commercial	\$160.00
		Plan Review Commercial Additions, Remodels, Alterations	\$160.00
		Plan Review Commercial Accessory Structures	\$80.00
COMMERICAL ELECTRIC			
Commercial Electric Base Fee	\$30.00	Commercial Electric Base Fee	\$90.00
New Construction, Remodel, Additions	0.03 per square foot plus Fixtures and Base fee	Up to 1,000 square feet	\$85.00
		1,001-2000 square feet	\$103.00
		2,001-4200 square feet	\$180.00
		4201-6000 square feet	\$220.00
		6000-8000 square feet	\$340.00
		Over 8,001 square feet	\$380 plus \$0.28 per additional 1,000 sq. ft
Fire Alarm	-----	Fire Alarm	\$40.00
Temporary Service	-----	Temporary Service	\$75.00 plus \$20.00/100 amps over 200 amps
Permanent Service		Permanent Service	\$75.00 plus \$20.00/100 amps over 200
Service Upgrade/Rewire		Service Upgrade/Rewire	\$75.00 plus \$20.00/100 amps over 200
Generator Transfer Switch		Generator Transfer Switch	\$100.00
COMMERICAL PLUMBING			
Base Fee	\$30.00	Base Fee (applied to all permits)	70.00
New Commercial Construction	0.03 per square foot plus fixtures and Base Fee	New Commercial Construction	\$0.28 per square foot plus laterals
Remodel, Addition and Alterations		Remodel, Addition and Alterations	Base plus fixtures
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Over 100 (addtl per ft)	\$0.35	Over 100 (addtl per ft)	\$0.35
Storm Building Sewer	\$25.00	Storm Building Sewer	\$50.00
Over 100 ft (addtl per ft.)	\$0.35	Over 100 ft (addtl per ft.)	\$0.35

Manholes/Catch Basins	10.00	Manholes/Catch Basins	\$50.00
Water Services	\$25.00	Water Services	\$50.00
Over 100 ft (addtl per ft)	\$0.35	Over 100 ft (addtl per ft)	\$0.35
Fire Sprinkler Systems		Fire Sprinkler Systems	
Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	\$7.00
Water Heater/Water Softener Replacement	\$5.00	Water Heater/Water Softener Replacement	\$7.00
Bath/Shower Replacement	\$5.00	Bath/Shower and Toilet/Urinal Replacement	\$7.00
Sanitary Building Sewer	\$25.00	Sanitary Building Sewer	\$50.00
Sink/Dishwasher, Disposal Replacement	\$5.00	Sink/Dishwasher, Disposal Replacement	7.00
COMMERICAL HVAC			
Base Fee	\$30.00	Base Fee (applied to all permits)	\$ 70.00
New Commercial	\$0.03 per Sq. Ft plus Fixtures and Base Fee	New Commercial	\$0.28 per square foot
Remodel, Addition and Alterations	Base plus fixtures	Remodel, Addition and Alterations	Minimum \$45.00 plus \$0.28 per square foot
A/C and Furnace Replacement	\$25.00	A/C and Furnace Replacement	\$30.00
Electric Baseboard or permanently installed wall unit replacement	\$1.25 kw	Electric Baseboard or permanently installed wall unit replacement	\$20.00 each
COMMERICAL ZONING			
Commercial New	\$100.00	Commercial New	\$175.00
Commercial Accessory Structure Remodel and Alteration	\$50.00	Commercial Accessory Structure Remodel and Alteration	\$105.00
Commercial Deck, Swimming Pool, Shed and Fence	\$10.00	Commercial Deck, Swimming Pool, Shed and Fence	\$85.00
Commercial Specialty (Cell towers, solar and windmills)	-----	Commercial Specialty (Cell towers, solar and windmills)	\$300.00 plus applicable Electrical permits
Driveway Expansions and Fences	_____	Driveway Expansions and Fences	\$80.00

CURRENT	AMOUNT	PROPOSED	AMOUNT
ZONING FEES		All Zoning fees are subject to cost recovery	
Certified Survey Map (CSM) under 5 lots	\$100 + \$10.00 per lot	Certified Survey Map (CSM) under 5 lots	\$200.00 + \$10.00 per lot
Conditional Use Permit	\$100.00	Conditional Use Permit under \$15,000	\$275.00
Zoning Map Change	\$400.00	Zoning Map Change	\$400.00
Annexation	\$500.00	Annexation	\$500.00
Site Plan Review	\$100.00 plus cost recovery	Site Plan Review	\$150.00 plus \$0.05 per square foot
Preliminary Plat	\$100.00 plus cost recovery	Preliminary Plat	175.00
Final Plat	\$200.00	Final Plat	\$225.00
Extra-territorial Certified Survey Map under 5 lots	\$100 + \$10.00 per lot	Extra-territorial Certified Survey Map under 5 lots	\$200.00 + \$10.00 per lot
Planned Unit Development	-----	Planned Unit Development	\$500.00
Joint Rezone and Certified Survey Map	-----	Joint Rezone and Certified Survey Map	\$500.00 + \$10.00 per lot
Joint Conditional Use and Certified Survey Map	-----	Joint Conditional Use and Certified Survey Map	\$500.00 + \$10.00 per lot
Joint Conditional Use and Site Plan Review	-----	Joint Conditional Use and Site Plan Review	\$350.00 + \$10.00 per lot
Zoning Board of Appeals	\$200.00	Zoning Board of Appeals	\$300.00
Telecommunication Towers and Antennas	-----	Telecommunication Towers and Antennas	\$300.00
Project Concept Review	\$100 plus cost recovery	Project Concept Review	\$150.00
CURRENT	AMOUNT	PROPOSED	AMOUNT
SIGNAGE			
Base	\$30.00	Base	\$125.00
New/Replacement	\$5.00 for every \$1,000 plus base	New Replacement	\$55.00 per sign
OTHER PERMITS			
Bee Keeping Permit	10.00	Bee Keeping Permit	75.00
Chicken Coop Permit	10.00	Chicken Coop Permit	75.00

		Elected Officials Tablet Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	3
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The City of Whitewater recognizes the benefits of utilizing digital communication and information, and supports the utilization of tablets by the City Council. Users of tablets acknowledge, understand, and respect the underlying tablet, Internet, and usage philosophy that forms the basis of this policy.

II. POLICY

The City Clerk will issue tablets that include appropriate applications for use relating to City business. The tablets will serve as the sole source of meeting packets, and paper packets will not be provided unless there are extenuating circumstances as deemed appropriate by the City Clerk. In the event a user has a disability, the City will make every attempt to ensure accessibility in compliance with any applicable state or federal law.

Users are responsible for the general care of the tablet that they have been issued by the City. Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the City. Thus, the City suggests purchasing a case. Users must also purchase their own headphones or other pluggable devices unless the user has an accessibility issue due to a disability. Only a clean, soft cloth should be used to clean the screen. Do not use any ammonia-based cleaning agent.

The software and applications installed by the City must remain on the tablet in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications such that users may be required to check in their tablet with the City Clerk for periodic updates and syncing. In the event it becomes necessary to restore a tablet to its original condition, the City will not be held responsible for the loss of any software or documents deleted due to a re-format and re-image. Any software, email messages, or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

Files from sources that a user may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to email transmissions be opened and read unless the user has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City’s information systems. Users will be held accountable for any breaches of security caused by files obtained for non-City business purposes. The technological life of tablets might not exceed three years; therefore, the tablets will be assessed every three years and, if necessary, the City will purchase upgraded devices through the budgeting process.

WARNING – NO PRIVACY. All users are required to adhere to records retentions obligations pursuant to [Wis. Stat. § 16.61](#) and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). Communications made via

City-issued devices are subject to disclosure under the Wisconsin Open Records Act or for litigation purposes unless a privilege or exception exists that justifies withholding the information. All tablets are subject to audit by the City Clerk. If contacted by City Clerk, users have three days to provide their tablet to the City Clerk. They may or may not be provided a “loaner” to use in the interim. Typically, the City Clerk will return the tablet to the user within five business days. In advocating, advancing, or expressing any individual religious, political, or personal views of opinions, users must not misrepresent their statements as official City policy unless authorized to do so.

For the purposes of activity related to City business, the user shall conduct all email communication through their assigned City email account. All emails on the City email account are archived and retained by the City. This account shall be synced to the user’s individual tablet. Personal email boxes are allowed to be synced to the tablet as well, but all City-related business must be conducted through the City email address or copied to the City email address if the user’s personal email box is used. The tablet, Internet and email access provided are tools for conducting City business. Thus, City use of such tools will be primarily for City business related purposes; i.e., to review City Council agenda materials, obtain useful information for City-related business communications as appropriate. All of the City’s computer systems, including tablets, are considered to be public property. Tablets, Internet, and email activities will be traceable to the City and will impact the reputation of the City. City-issued tablets shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts that could expose the City to liability. All activity on City tablets are subject to the technology-computer use policy rules.

City-issued tablets are not to be used for operation of a business for personal gain, sending chain letters, or any other purpose that interferes with normal City business activities. Users shall not use City-issued tablets for any illegal activity. Except in an emergency, users shall not use email, instant messaging, text messaging, or similar forms of electronic communications at any time during a meeting of the City Council or applicable committee. Users shall not use a tablet in any way as to violate the Open Meetings Act requirements of the State of Wisconsin.

Tablet users are allowed to install apps on their tablet in order to conduct City business; however, the items downloaded and synced to the tablet must be in compliance with Federal copyright laws and shall be acquired at the expense of the user. No personal use is permitted with the tablets. All applications used in the course of business-related activities shall be secured in conjunction with the City Clerk.

Should a tablet be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

1. First time: City shall repair or replace at no cost to the user.
2. Second time: The City shall pay half the cost of repair or replacement and the user shall pay half the cost.
3. Third time: The user shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss. The replacement must be the exact model unless otherwise approved by the City Clerk.

In the event the device is lost, stolen, damaged, or compromised, please email it@whitewater-wi.gov and provide as much details as possible such as where you last had it, anything special saved on it, or what you were doing when the device was compromised. Details will assist IT staff in repairing the device.

Tablets that are damaged or destroyed through intentional misuse must be repaired or replaced at the user’s expense. Users shall return their tablet to the City Clerk when the individual’s term and service as Councilmember has ended. Upon return of the tablet to the City and following the preparation of any appropriate backup files, the tablet will be wiped clean of any and all information. The City reserves the right to inspect any and all files stored on a tablet that are the property of the City in order to ensure compliance with this policy.

Users do not have any personal privacy right in any matter created, received, stored in, or sent from any City-issued tablet, and the City Clerk is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy. Any violation of this policy may result in discipline as deemed appropriate by the balance of the City Council.

III. Access Management

Tablets for elected officials must be password protected and follow Microsoft’s best practice policy for strong authentications such as the following;

1. Maintain an eight-character minimum length requirement that includes uppercase characters, lowercase characters, and non-alphanumeric characters.
2. Don’t use a password that is the same or similar to one you use on any other websites, applications, devices, etc.
3. Make passwords hard to guess, even by people who know a lot about you, such as the names and birthdays of your friends and family, your favorite bands, and phrases you like to use.

You may need to download applications on your own that require you to have a Google account. Please create a separate Google account with your City email to do so and do not sync it with any other personal accounts you may have.

Please lock the device when it is not in your immediate possession. User privacy is not to be violated. It is the responsibility of the user to protect their privacy. Users shall not leave passwords where they can easily be found, share passwords with others, or leave confidential information on a screen where it could be viewed by an unauthorized person.

IV. SERVICE AND SUPPORT


IT service is limited to ensuring the device meets the minimum functionality requirements as listed above. Users must bring the device to City Hall during the hours of 8:00am – 5:00pm Monday through Friday excluding holidays. The City Clerk and IT staff are not available for assistance outside of those hours nor are they expected to provide service at any location other than City Hall. To initiate a service request, please create a Help Desk Support ticket at help@whitewater-wi.on.spiceworks.com and include details such as the nature of the problem, screenshots if available, time of occurrence, and what troubleshooting has been done thus far. If you need assistance in learning how to use the tablet, please schedule a time with IT staff or the City Clerk’s Office at City Hall.

V. ACKNOWLEDGEMENT

By signing below, the councilmember acknowledges the receipt of the device and agrees to the terms and conditions outlined in this agreement.

Councilmember Name: _____ Signature: _____ Date _____

City Clerk Signature: _____ Date: _____

		<h2 style="text-align: center;">Security Camera and Recording Retention Policy</h2>			
Owner:	IT Director	Approving Position:	Common Council	Pages:	3
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The purpose of this policy is to create a governance and usage framework that will apply to all security cameras used to monitor or record indoor and outdoor spaces owned, occupied, or controlled by the City of Whitewater. The guiding principle of the policy is to identify specific locations and situations where security cameras can be placed if a risk-based evaluation of the operational need indicates camera placement is justified. Camera field of view, operational parameters, and configurations for camera security systems are determined by the Police department or the affected department. Facilities and IT departments are responsible for the operation and maintenance of the network applications and the physical system hardware that support security camera systems.

The primary purpose of utilizing security cameras is to enhance the safety and security of members of the City while preserving individual privacy and freedom of expression. Individual departments in conjunction with the IT and Police departments are responsible for approving camera placements, may impose placement restrictions that go beyond the scope of this policy where it is believed that the presence of cameras would be inconsistent with community values, or other important values. The framework created within this policy seeks to ensure that security cameras used by the City are operated in a manner that is consistent with City principles and in compliance with all applicable policy and legal requirements. The existence of this policy does not imply or guarantee that security cameras will be monitored in real-time continuously or otherwise. Additionally, while the City makes reasonable efforts to ensure its security cameras are functional/operational, this policy is no guarantee of this.

II. GUIDELINES

This policy shall not apply to use of cameras for reasons unrelated to security surveillance activity. Furthermore, this policy does not apply to video technologies that are used by devices such as laptop computers, drones, smart phones or similar devices, or recordings of City meetings. This policy also does not apply to cameras used by law enforcement in carrying out law enforcement functions such as automated license plate readers, Police body cameras, or any other law enforcement recording device.

III. PROCEDURE

A. Security Camera Placement

1. All Cameras can be placed in selected areas for the legitimate safety and security purposes of deterring of crime, providing the City with information that will enhance the safety and security of persons, and protecting the property of the City according to the guidelines outlined in this section. The installation of security cameras will be based upon evidence of a need to mitigate an identified risk or vulnerability. Such needs include:
 - a. Safeguarding of human life;
 - b. Protection of buildings owned, occupied, or controlled by the City;
 - c. Protection of City property and assets;
 - d. Monitoring of access to City controlled buildings;
 - e. Verification of security alarms;
 - f. Monitor storage, pick up, and drop off of hazardous materials;
 - g. Rapid response to emergency events or incidents;
 - h. Protection of high security spaces;
 - i. Monitor high activity street intersections
2. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law or the City. Security camera systems generally cannot be installed to monitor areas where there is a reasonable expectation of privacy.

B. Monitoring

1. Neither the installation of security cameras nor this policy constitutes an undertaking by the City to provide continuous live monitoring of all locations visible through such cameras. Cameras may be monitored in real-time when safety or security concerns, event monitoring, ongoing investigations, alarms or other situations warrant such monitoring.
2. Generally, it is up to the individual department to monitor their cameras and not the responsibility of the Police or IT departments to do so.

C. Access to and Retention of Recordings

1. Access to or distribution of any security camera recording requires express written permission of the department for which the camera is for and the IT department. An exception for this would be for a public information request through the City Clerk or the Police department.
2. All security camera recordings must be stored in a secure location established by the operating unit and IT, accessible only to authorized and trained staff members, and configured to prevent unauthorized modification, duplication or destruction, and they will be retained in accordance with City guidelines. Security camera recordings will generally be retained for a period of time between 30-90 days, depending on the operational needs of the particular departments, subject to the limitations of the recording equipment, and subject to any applicable ordinance. The security camera system owner is responsible for

Security Camera and Recording Retention Policy

ensuring that recordings are erased or recorded over as required in this paragraph. Requests to preserve a security camera recording from deletion should be submitted in writing to the IT Director as soon as possible and should include the reason for the preservation request.

IV. REPORTING

V. JOB AIDS



Rachelle Blitch
Director of Financial and
Administrative Services
P.O. Box 690
Whitewater, WI 53190

Item 6.

Phone: (262) 473-1380

Email: rblitch@whitewater-wi.gov

Date: August 21, 2024

To: Finance Committee

From: Rachelle Blitch, Finance and Administrative Services Director

Re: Interfund Loan for Library Renovation

The library renovations are estimated to cost approximately \$6.1 million. The City has committed to issuing bonds for \$3 million toward the project, with the library expected to cover the remaining costs through various fundraising efforts and the utilization of its fund balance. The library has provided donors with the option to spread their contributions over five years, effectively until the end of 2026. As of August 16, 2024, the Whitewater Community Foundation has received \$1,213,417 in donations. Additionally, the library has \$233,992 from property sales, \$87,418 in the Library Endowment Fund, \$25,771 raised through the 100 Extraordinary Women initiative, and \$325,414 in its fund balance.

Staff have attempted to conduct a cash flow analysis to determine the funding needs and the duration required, but the information provided has been insufficient to complete the analysis. Currently, there is an approximate \$852,000 shortfall between the available funds and the amount needed to cover the construction costs.

The City's fund balance policy mandates that we maintain a minimum balance of at least 20% of the operating budget in unrestricted funds. Depending on the timeline for receiving the expected donations, this shortfall could potentially impact our ability to meet this requirement in which we may need to consider other options.

Given these financial considerations, it is crucial that we explore potential solutions to address the funding gap while ensuring compliance with the City's fund balance policy. Further discussions will be necessary once we receive the necessary information to determine the best course of action to move the project forward without compromising our financial stability.



Finance Committee Agenda Item

Meeting Date:	August 27, 2024
Agenda Item:	Incident Claim Submission & Payment Approval Policy
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND
(Enter the who, what when, where, why)

As we update our policies and procedures to align with current practices, we are also identifying areas where new policies would be beneficial. Currently, we do not have a written policy specifying which incident claims must be presented to the Finance Committee. To address this, I have drafted a general template that we can use as a basis to define the types of claims, financial thresholds, and circumstances under which the committee should review claims.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

It is recommended a policy be created to guide staff on what claims should be reviewed and approved by the committee.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Draft Policy Template

Policy: Incident Claim Submission for Finance Committee Approval

Purpose:

This policy outlines the criteria and process for submitting incident claims to the Finance Committee for approval, specifically when the claim amount meets or exceeds a threshold of \$###. (Do we also want to stipulate if all claims should be presented or only claims in which there is uncertainty about the fault?)

Scope:

This policy applies to all departments and entities under the City's jurisdiction that submit incident claims for financial reimbursement or settlement.

Policy Statement:

Incident claims meeting or exceeding the amount of \$### must be submitted to the Finance Committee for review and approval. This ensures that claims of significant financial impact are carefully evaluated and appropriately authorized before any disbursements are made.

Procedure:

1. **Claim Assessment:**
 - Departments must assess the incident claim to determine if the total amount equals or exceeds the \$### threshold.
 - Claims include, but are not limited to, property damage, liability claims, or any other incidents requiring financial compensation.
2. **Documentation:**
 - Prepare a detailed report of the incident, including the nature of the claim, the parties involved, and the financial impact.
 - Attach all relevant documentation, such as invoices, estimates, photographs, or third-party assessments.
3. **Submission to Finance Committee:**
 - If the claim amount is \$### or more, the department must submit the incident claim to the Finance Committee for approval.
 - The submission should include the incident report, supporting documentation, and a recommendation from the department head or relevant authority.
4. **Review and Approval:**
 - The Finance Committee will review the submitted claim at its next scheduled meeting.
 - The committee may request additional information or clarification before making a decision.
 - Upon approval, the Finance Committee will authorize the necessary financial transactions.
5. **Notification:**
 - Once the Finance Committee has made a decision, the submitting department will be notified of the outcome.
 - If approved, the Finance Department will process the payment or reimbursement according to standard procedures.

6. Claims Below \$###:

- Incident claims under \$### do not require Finance Committee approval and may be processed directly by the relevant department in accordance with standard procedures.

Effective Date:

This policy is effective as of [Insert Date] and will remain in effect until amended or rescinded.

Review and Amendments:

This policy shall be reviewed annually or as needed to ensure compliance with the City's financial governance standards. Amendments to this policy require approval by the Finance Committee.

Contact Information:

For questions or clarification regarding this policy, please contact the Finance Department.

This policy ensures that all incident claims of significant value are reviewed with due diligence, maintaining financial accountability within the City.



Rachelle Blitch
Director of Financial and
Administrative Services
P.O. Box 690
Whitewater, WI 53190

Item 8.

Phone: (262) 473-1380

Email: rblitch@whitewater-wi.gov

Date: August 21, 2024

To: Finance Committee

From: Rachelle Blitch, Finance & Administrative Services Director

Re: 2025 Municipal Budget Calendar

As we begin the 2025 budget season, it is essential to update the budget calendar timeline for this year. Traditionally, the Finance Committee holds three special meetings in October to review departmental budgets. These meetings provide the committee with the opportunity to engage with staff and ask more in-depth questions regarding any budgetary changes or requests. Ideally, these meeting dates should be finalized at the August meeting, allowing sufficient time to coordinate with individual directors and ensure their availability for discussion. This also presents a good opportunity to review the individual tasks within the budget process and determine if any adjustments are necessary, whether that involves adding new tasks or removing existing ones.

Finalizing these details early will help ensure a smooth and efficient budget review process. Your timely input and collaboration are crucial to making this year's budget cycle successful. Please be prepared to discuss and confirm the proposed dates and any potential adjustments at our upcoming meeting. Thank you for your attention to this important matter.

2025 Municipal Budget Calendar	Section Start	Section Complete	Who	Target Timeline
Departments #1: 2025-2030 CIP, review for changes			MT	Wed, July 31, 2024
Departments #2: Review projections for revenues, payroll, and personnel	Friday, July 26, 2024	Friday, August 16, 2024	MT	Fri, Aug 16, 2024
Finance Committee			FC	Wed, Aug 28, 2024
Depart. Directors Meeting - Budget Kick-Off			MT	Tues, Sept 3, 2024
Common Council Meeting			CC	Tues, Sept 3, 2024
Fin. Dir. Meetings w/ Dept Heads - Guidance/Questions	Tuesday, September 3, 2024	Friday, September 13, 2024	MT	Fri, Sept 13, 2024
Departments #3: Complete Operating Budget sections along with 2025 Operating Projects/Initiatives	Tuesday, September 3, 2024	Friday, September 13, 2024	MT	Fri, Sept 13, 2024
Common Council Meeting			CC	Tues, Sept 17, 2024
Review of department budgets by the city manager	Monday, September 16, 2024	Friday, September 20, 2024	MT	Fri, Sept 20, 2024
Finance Committee			FC	Tues, Sept 24, 2024
Staff drafts document narrative, budget summary, and budget graphics.	Monday, September 23, 2024	Friday, September 27, 2024	MT	Fri, Sept 27, 2024
Produce Budget Update Document - Distribute in Council Packet			MT	
City Manager provides budget presentation to the Common Council along with the complete budget document.			CC	Tues, Oct 1, 2024
Finance Committee Review, Department Q&A:			FC	**NEED DATE
Post Notice of Public Hearing				
Finance Committee Review, Department Q&A:			FC	**NEED DATE
Finance Committee Review, Department Q&A:			FC	**NEED DATE
Common Council Meeting			CC	Tues, Oct 17, 2024
Finance Committee			FC	Tues, Oct 22, 2024
Staff assembles and presents draft budget for final internal review.			MT	
General Election				Tues, Nov 5, 2024
Common Council Meeting - Distribution of Final amended 2025 Budget Document			CC	Thurs, Nov 7, 2024
Public hearing and Possible adoption of the amended municipal budget and establishment of Municipal Levy for 2025			CC	Tues, Nov 19, 2024

CC = Common Council MT = Management Team FC = Finance Committee